RECORDS

MANAGEMENT

(classification)

CONFERENCE

BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME	2. POSITION TITLE	3. OFFICE
25X1A9a	Records Admin. Officer	O/DD/S&T

4. IMMEDIATE SUPERVISOR		
NAME 25X1A9a	BUILDING Headquarters	ROOM 6E-38
TITLE Chief, Administrative Support Staff	OFFICE O/DD/S&T	

5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM

x	FORMS MANAGEMENT	x	VITAL RECORDS SCHEDULES AND DEPOSITS	
	CORRESPONDENCE IMPROVEMENT	x	RECORDS CONTROL SCHEDULES	
	REPORTS CONTROL	x	RECORDS RETIREMENT ACTIVITIES	
x	FILE SYSTEMS	x	MAIL OPERATIONS	
x	FILE EQUIPMENT AND SUPPLIES	x	SUPPLEMENTAL DISTRIBUTION	
x	RECORDS SURVEYS		OTHER RECORDS MANAGEMENT SERVICES (specify)	
x	REGULATORY ISSUANCES			
	AUTOMATION DEVELOPMENT	NEW	EXISTING	

6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)

Chief, DD/S&T Registry
DD/S&T Area Top Secret Control Officer
Alternate Distribution Officer

7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES
...5... HOURS PER WEEK SPENT ON RECORDS PROGRAM

8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)

FROM - TO	GRADE	POSITION OR DUTIES	COMPONENT
1962 - 1967	10	Records Admin Officer & Chief, Registry Br.	O/DD/S&T
1963 - 1967		Records Admin Officer	ORD/DD/S&T
1963-1967		Records Admin Officer	OEL/DD/S&T
1964-1967		Records Admin Officer	FMSAC/DD/S&T

OCTOBER 1967

FORM 2900A

(classification)

RECORDS PROGRAM TRAINING

9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED	YES	NO	YEAR
RECORDS MANAGEMENT Seminar (2 weeks)		x		1963
FORM AND GUIDE LETTERS				
CORRESPONDENCE MANAGEMENT				
SPEEDING THE MAIL				
FORMS ANALYSIS AND DESIGN				
FORMS IMPROVEMENT				
FORMS FOR AUTOMATION				
DIRECTIVES SYSTEMS IMPROVEMENT				
HOW TO IMPROVE WRITTEN INSTRUCTIONS				
MODERNIZING MANAGEMENT REPORTS				
OFFICE INFORMATION RETRIEVAL				
FILES IMPROVEMENT				
RECORDS DISPOSITION				
SOURCE DATA AUTOMATION		x		1966
MECHANIZING PAPERWORK SYSTEMS				
MANAGING AN OFFICE MACHINE PROGRAM				
OTHER (list) American University Off - Campus				
1. Planning and administration of a Records Program: Creation (one semester)		x		1964
2. Management of Institutional Records Systems II (one semester)		x		1965

10. INTERNAL TRAINING ON RECORDS MANAGEMENT		

11. AUTOMATION TRAINING (Internal or External)		